

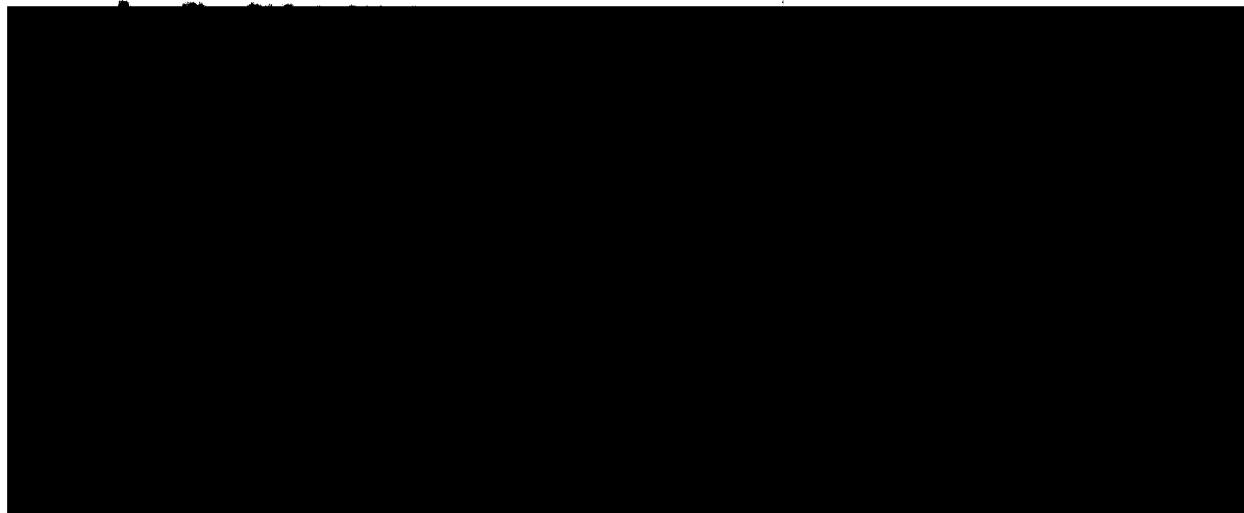
TO: Assistant Deputy Director
for Administration

DATE: 14 March 1961

FOR: Review Committee, consideration and action

FROM: Task Force

SUBJECT: CIA Leave Policy for Overseas Personnel



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3. A study and comparison was made of the Foreign Service and Standard (Civil Service) Leave Systems (See TAB B, C, and D), a CIA Leave Regulation (See TAB E) was drafted, and a recommendation was made (See TAB F) that the Foreign Service Leave System be adopted for all CIA employees with headquarters at overseas posts. That recommendation was based upon the premise that the agency desired to adopt a consistent overseas leave policy without further delay.

4. A further review by the Task Force indicates that the leave problem is only one facet of a larger problem, namely, the creation by CIA of a career "Foreign Service", and the rights, privileges, and benefits that will be conferred upon members of such a service. It therefore appears advisable to consider the leave problem in the light of the overall problem of a career foreign service, and in relation to other benefits which might be applicable to members of such a service.

5. In the State Department the Foreign Service leave system is applied to members of the "Foreign Service of the United States," which is a group defined by law and separated in practice from the so-called departmental employees. However, there does not exist in CIA at the present time a readily definable and permanent "Foreign Service" group to which the proposed leave system can be applied except on the arbitrary basis of geographical location of headquarters. It is understood, though, that a study is currently being made looking toward the creation of a CIA foreign service. If and when that is done, legislation can be sought to secure for that group

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the benefits of the State Department Foreign Service leave system, as well as other rights, privileges, and benefits provided by the Foreign Service Act of 1940.

6. A chief disadvantage of the geographical basis of applying the State Department Foreign Service Leave System is that a large number of lump-sum payments would be made in the ordinary course of operation, and there might be a temptation to seek an overseas tour of duty in order to obtain lump-sum leave payments. Where the leave system is applied to a group, as in the State Department Foreign Service, no lump-sum payment is involved when the employee is transferred between domestic and a foreign stations, since the employee remains under the same leave system so long as he is a member of the Foreign Service. A further question in regard to the geographical basis of applying leave benefits is whether all employees should receive the Foreign Service leave benefits merely by reason of having a headquarters designation abroad. Perhaps such leave benefits should be reserved for those employees who have agreed to serve where ordered, as is generally the case with the State Department Foreign Service.

7. CONCLUSIONS:

- a. Leave benefits similar to those enjoyed by the State Department Foreign Service should be extended to CIA "Foreign service" employees.
- b. If a CIA Foreign service similar to that of the State Department is established, the provisions of the State Department Foreign Service leave system should be applied to it.
- c. Pending action on the establishment of a CIA foreign service, the present system should be continued, viz., making the leave correspond to the cover, with minimum benefits equal to those of the Civil Service leave system.
- d. If it is decided not to establish a CIA foreign service, further consideration should be given to adoption of the benefits of the State Department Foreign Service leave system on the basis of overseas headquarters designation or some other plan.

8. SPECIFIC RECOMMENDATIONS

- a. Continue present leave practices until a CIA "Foreign Service" group is established.
- b. Adopt Foreign Service Leave System (TAB E) and apply to CIA "Foreign Service" Group, as soon as such a group is established.

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Chairman

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